

UDO Advisory Committee



Town of Fort Mill UDO Advisory Committee Meeting

**June 10, 2015
The Spratt Building (215 Main Street)
6:30 PM**

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

- UDO Advisory Committee Meeting: March 31, 2015 *[Pages 2-4]*

ITEMS FOR INFORMATION / DISCUSSION

- Ground Rules for Discussion
- Summary of Significant Changes
- Discussion/Comments Regarding Articles II-VII
- Future Meeting Dates

ADJOURN

**MINUTES
TOWN OF FORT MILL
UDO ADVISORY COMMITTEE MEETING
March 31, 2015
The Spratt Building, 215 Main Street
6:30 PM**

Present: Chris Wolfe, Jim Thomas, John Garver, Tom Petty, Hynek Lettang, Louis Roman,
Planning Director Joe Cronin, Assistant Planner Chris Pettit

Absent: James Traynor, Ben Hudgins

Guests: Larry Huntley (Town Council), Ronnie Helms (Town Council), James Shirey
(Town Council), Paul LeBlanc (LSL Planning)

Planning Director Cronin stated at 6:35 pm that Chairman James Traynor and Vice-Chairman Ben Hudgins would both be absent from the meeting. He asked the group to select an acting chair in the absence of both the Chair and Vice-Chair. John Garver nominated Chris Wolfe, as “Vice-Chair Emeritus” of the Planning Commission, to serve as acting chair. There was no objection, and Mr. Wolfe assumed the role of acting chair.

Mr. Wolfe formally called the meeting to order at 6:38 pm.

At the time the meeting was called to order, only four of the nine committee members were present. Mr. Wolfe stated that the committee could not act on the minutes until a quorum was present.

Mr. Lettang arrived at 6:41 pm, and Mr. Wolfe announced that a quorum was present.

Mr. Thomas made a motion to approve the minutes of the January 28, 2015, meeting as presented. Mr. Garver seconded the motion. The motion was approved by a vote of 5-0.

Mr. Roman arrived at 6:44 pm.

ITEMS FOR INFORMATION / DISCUSSION

1. **Summary of Technical Audit:** Paul LeBlanc of LSL Planning, the project consultant, provided an summary of his firm’s technical review of the town’s existing zoning, subdivision and land development ordinances. Prior to the meeting, staff distributed an electronic copy of LSL’s 60-page technical review. The technical review was broken down by section and provision, and included the consultant’s comments and recommendations for addressing each item. The document also identified whether each item was a minor housekeeping item, a major change, or a major policy decision. A discussion then took place on specific items. Committee members were asked to review the document over the coming weeks, and be prepared to discuss major changes and policy items as the town goes through the re-write process.

2. **Summary of Input to Date:** Mr. LeBlanc stated that he had met with a total of seven focus groups over the last two days. These included representatives from the following sectors: residential developers, commercial developers, architects/engineers/surveyors, economic development, transportation, environment and open space, and regional jurisdictions. Mr. LeBlanc then highlighted several of the comments and trends that came out of these meetings, including the need for greater specificity, predictability and flexibility. Planning Director Cronin stated that staff left the room during each focus group meeting, and participants were encouraged to be open and honest with their feedback. Planning Director Cronin added that a summary of comments from each session will be posted on the project website and distributed to committee members.
3. **Town Council Comments & Priorities:** Planning Director Cronin stated that staff and the consultant met with town council members the previous evening to discuss the goals and objectives of the UDO process. Mr. LeBlanc provided a summary of the comments received from town council members, including a direction from council that “nothing is inviolate” when it comes to the update process. Councilmembers Helms, Huntley and Shirey were also present at the UDO Advisory Committee meeting, and were asked if they had any additional comments they wished to share with the group.
4. **Blueprint Review & Comments:** Mr. LeBlanc presented a draft document which he entitled a UDO “Blueprint.” The blueprint included an introduction to the update process, a technical audit illustrating a summary of recommended changes, a use and regulation table that shows allowable uses by district, a style guide showing the recommended format and layout of the new ordinance, a sample layout illustrating the implementation of this style guide, and a draft table of contents. A copy of the blueprint document was distributed to committee members, and will also be available on the town’s website.
5. **Other Comments:** Mr. LeBlanc opened the floor for a discussion of additional topics for discussion. The following items were discussed:
 - Residential densities
 - Creation of a Downtown District
 - Conditional uses
 - Minimum lot size and setback requirements
 - Incentives
 - Sign regulations
 - Buffer requirements
 - Transportation connectivity
 - Design standards for private roads
 - Sidewalk and pathway requirements
 - Parking requirements
 - Traffic issues and traffic impact analysis requirements for new development
 - Number and types of zoning districts
 - Stormwater standards
 - Architectural requirements

Planning Director Cronin stated that staff was working on a citizen survey

Planning Director Cronin stated that the original scope for the UDO update included opportunities for public comment toward the end of the process, once the draft UDO ordinance was substantially completed, but before it went to council for approval. Staff believes that an opportunity for public feedback should be provided at both the beginning and the end of the process. To achieve this objective, staff recommended developing a land use and development survey. This survey would be available on a web-based platform and would allow residents, business and property owners to easily participate at their own convenience. Paper copies of the survey would be available at town hall for any resident without access to the internet. Planning Director Cronin stated that he had already spoken with Town Manager Pieper and Event & Media Coordinator Starnes about a promotional strategy to encourage public participation. This item was discussed with council, who agreed that this is an important step in the process, and the town should pursue opportunities for meaningful public input. A set of draft questions will be presented to the Advisory Committee, consultant and Town Council for review before going live.

There being no further business, the meeting was adjourned at 9:13 pm.

Respectfully submitted,

Joe Cronin
Planning Director